

# Record Search

Searching

Unresolved Record Search

All Records Search

# Searching for a Birth Record

Records can be retrieved using the following features:

## ***Quick Search/Unresolved Work Queue***

This search allows the user to search for birth records that have not been filed with the State.

## ***Search Engine***

This search opens the ***Search*** window and allows the user to search for any birth record that has been entered into TER at their facility. Both unresolved records and records that have been released to the State are available.

# Quick Search / Unresolved Work Queue

Within ***Registration***, it is possible to perform a ‘quick search’ by viewing a list of birth records that are unresolved and/or not yet filed with State. This list is referred to as the ***Unresolved Work Queue***. Once a birth record has been resolved and released to the State, it will no longer appear on this list. However, as long as a birth record is still in the ***Unresolved Work Queue***, the hospital can select a birth record from the queue for viewing and editing.

The Quick Search/Unresolved Work Queue is located in the upper right hand corner of the Registration screen.

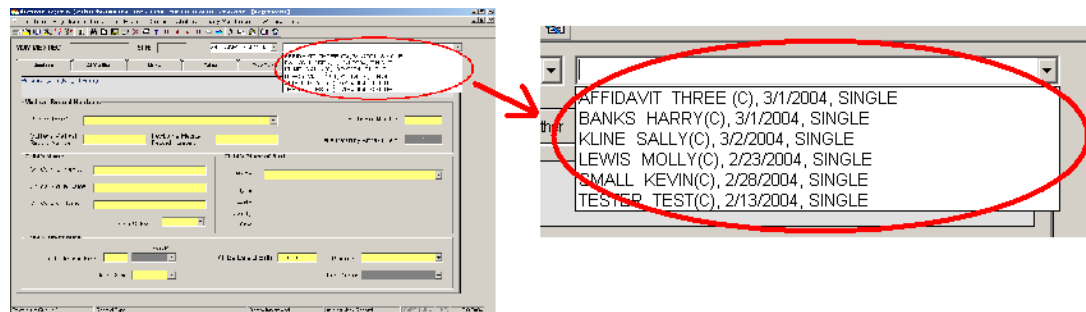
The Quick Search/Unresolved Work Queue contains the following filters:

- Unsent Paternity
- Uncertified Records
- All

The Quick Search/Unresolved Work Queue will list the records in date of birth order (oldest first) and are identified by the following

- Child’s Last Name
- Child’s First Name
- Child or Mother Indicator (C or M)
- Date of Birth

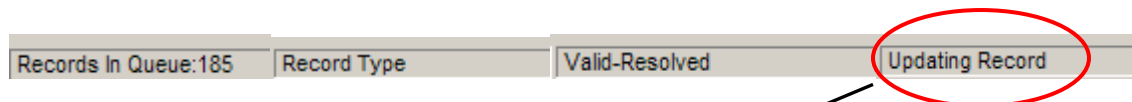
If the child's information is not available, the child's name will be replaced by the mother's name. This will be followed by an (M) to indicate mother.



The Unresolved Work Queue is located in the upper right hand corner of the Registration screen

## How to Search Using the Quick Search/Unresolved Work Queue Function

1. Filter the Queue, if necessary.
2. In **Registration**, click on the Quick Search drop-down arrow located in the upper right hand of the screen.  
The Quick Search Queue will open and display unresolved records
3. Click on the record to be opened.  
Once the record is selected, the screen will populate with the record information.
4. Click on **Updating Record** located at the bottom of the screen to bring up the **Unresolved Fields List**. Determine what items need to be completed in order to resolve the record.



THE UNRESOLVED FIELDS LIST Registration		
<b>General</b>	Number Prenatal Visits (Statistical)	Infections Present - Gonorrhea (Statistical)
	Date Last Normal Menses	Infections Present - Syphilis (Statistical)
Date Paternity Affidavit Sent to DOH (Legal)	Live Births Now Living (Statistical)	Infections Present - Chlamydia (Statistical)
<b>Father 1</b>	Live Births Now Dead (Statistical)	Infections Present - Hepatitis B (Statistical)
Father's Occupation (Statistical)	Number of Other Pregnancy Outcomes	Infections Present - Hepatitis C (Statistical)
Father's Type of Business (Industry) (Statistical)	Risk Factors - Diabetes, pre-pregnancy	Infections Present - None (Statistical)
<b>Medical 1</b>	Risk Factors - Diabetes Gestational (Statistical)	HIV Test Done Prenatally
Mother's Prenatal Care (Statistical)	Risk Factors - Hypertension Pre-pregnancy (Statistical)	Obstetric Procedures - Cervical cerclage (Statistical)
Date Of First Visit (Statistical)	Risk Factors - Hypertension Gestational	Obstetric Procedures - Tocolysis (Statistical)
Date Of Last Visit (Statistical)	Risk Factors - Eclampsia	Obstetric Procedures - Successful cephalic version (Statistical)
Source of prenatal care - Hospital Clinic (Statistical)	Risk Factors - Previous Preterm (Statistical)	Obstetric Procedures - Failed cephalic
Source of prenatal care - Public Health Clinic (Statistical)	Risk Factors - Previous Poor Pregnancy	Obstetric Procedures - None (Statistical)
Source of prenatal care - Private Physician (Statistical)	Risk Factors - Pregnancy Resulted (Statistical)	Onset Labor - Premature (Statistical)
Source of prenatal care - Midwife (Statistical)	Risk Factors - Previous Cesarean (Statistical)	Onset Labor - Precipitous
Source of prenatal care - Other (Statistical)	Risk Factors - Anti-Retrovirals (Statistical)	Onset Labor - Prolonged (Statistical)
Source of prenatal care - Unknown (Statistical)	Risk Factors - None (Statistical)	Onset Labor - None (Statistical)

## Search Engine

This search opens the *Search* window and allows the user to search for any birth record that has been entered into TER at the facility. Both unresolved records and records that have been released to the State are included.

The screenshot shows a software window titled "Search". It contains several input sections: "Child's Information" with fields for First Name, Middle Name, Last Name, Date of Birth, Birth Order, and Sex; "Mother's Information" with fields for State File Number, Mother's Medical Record Number, First Name, Middle Name, Last Name, Maiden Name, and Suffix; "Father's Name" with fields for First Name, Middle Name, Last Name, and Suffix; and "Attendant/Certifier" with dropdown menus for Attendant and Certifier. Below these sections are buttons for "Find", "Select Record(s)", "Clear", and "Exit". A "Filter:" dropdown is also present. On the right, it displays "Number of Records Found: 0" and "Shown: 0 to: 0". A large grey rectangular area represents the search results. At the bottom, a status bar shows "Records In Queue: 2" and a table with headers: "Field Name.", "Field Status.", "Record Status.", "CAPS", "NUM", "INS", and a date "3/3/2004".

### Search Criteria

The search can be conducted with the following search criteria:

#### Child

- First, Middle, Last Name and Suffix
- DOB
- Birth Order
- Sex

#### Mother

- State File Number
- Medical Record Number
- First, Middle, Last, Maiden Name and Suffix

#### Father

- First, Middle, Last Name and Suffix

#### Attendant/Certifier

- Last Name

Letters, hyphens, question marks, stars and periods are allowed in the search fields.

This search feature allows for a partial name search. This means that as little as one character can be placed in any of the above fields for a search. It is, however, recommended that user narrow the search results by providing additional information. For example, if 'M' was entered in the Child's Last Name field, the search will field all records of children with 'M' last names.

### **Features within the *Search* window:**


**Find:** 'Find' is clicked once desired search information has been entered. This button will search the database for all records matching the criteria and then populate the 'Matches Found' grid with the appropriate records.

**Select Record:** 'Select Record' is clicked once the desired record is selected from the grid. This feature will retrieve the selected record to the ***Registration*** screen.

**Clear:** The 'Clear' button is a timesaving feature that simply removes the search information that has been entered.

## **How to Use the Search Engine**

1. In the ***Registration*** window, access the search engine by one of the following methods:

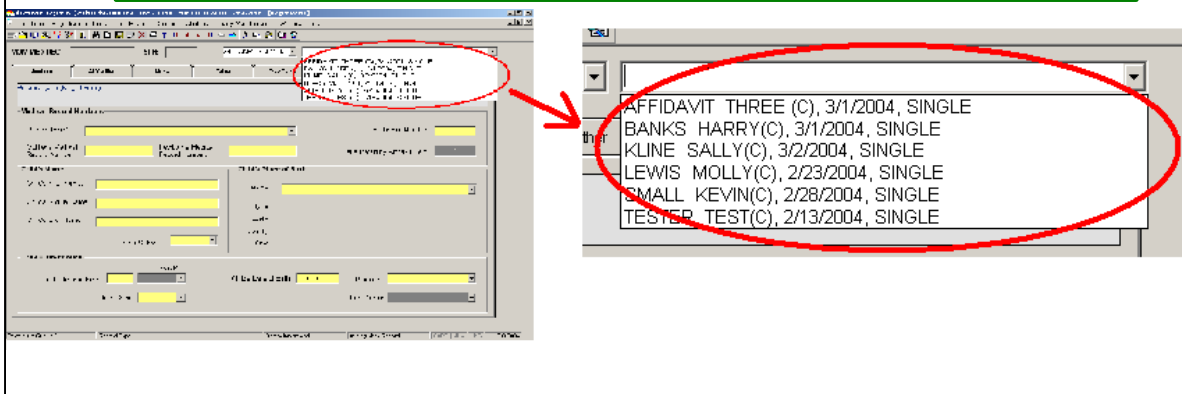
- ▶ Click the Search icon, .
- ▶ On ***Registration***, click ***Find***.
- ▶ Press **Ctrl + F**

The ***Search*** window will open.


2. Choose from the search criteria options: Child Information, Mother Information, Attendant Information and Certifier Information.
3. Enter the search criteria in the appropriate field.  
Letters, hyphens, question marks, stars and periods are allowed.
4. Click the ***Find*** button.  
To re-set the search criteria, click the 'Clear' button and return to step three.
5. Under ***Matches Found***, select the desired record by one of the following methods:
  - ▶ Double click on the record in the grid to select the record for editing.
  - ▶ Click the record you would like to open, and then click the 'Select Record' button.

# Unresolved Work Queue

- Birth records can be found by filtering the Unresolved Record Queue in any of the data entry modules
- Filters Include:
  - All Unresolved
  - Unsent Paternity
  - Uncertified

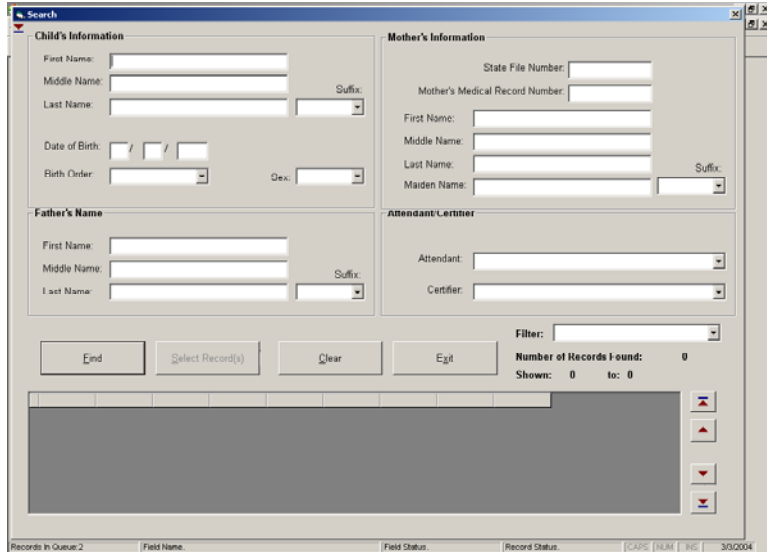


## Search Engine (all records)


- This process can be reached by clicking the binoculars icon , Ctrl + F or through the menu options at the top of the screen

This search screen has access to all records originating at the facility regardless of whether they are resolved or not.

The more data fields of information which are entered in the search, the more defined the search will be.



## Searching for a Birth Record

- Quick Search/Unresolved Work Queue
  - This search allows the user to search for birth records that **have not been filed** with the state.
- Search Engine 
  - This search allows the user to **search for any** birth record that has been entered into TER at their facility. Both resolved and unresolved records will be returned when using this search tool.

